

~~SECRET~~

D/1012 C/1010

25X1

18 March 1987

MEMORANDUM FOR: Deputy Director of Personnel for
Policy, Analysis and Evaluation

VIA: Director of Training and Education

FROM:

SUBJECT: Request to Restore Forfeited Annual Leave -

1. It is requested that approval be granted to restore 144 hours of forfeited annual leave for

2. is an Instructor assigned to the Office of Training and Education. Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements. Of the 144 hours of annual leave to be restored, included are 80 hours that was inadvertantly charged by the Department. was scheduled for, and had begun, to take 120 hours of annual leave (23 June - 14 July) when, after one week of annual leave, was advised by his supervisor that the remainder of his leave was cancelled and he should report to duty. Due to an administrative error, an amended T&A was never submitted to the Department showing the cancellation of leave.

3. In view of the above, it is requested that 144 hours of annual leave be restored for. A copy of his leave request and subsequent denial is attached.

Attachments:

- A - Memo
- B - Earnings and Leave Statement
- C - Application for Leave and Disapproval

SECRET

SUBJECT: Request to Restore Forfeited Annual Leave

CONCUR:

25X1

[Redacted Signature]

Director of Training and Education

23 MAR 1987

Date

APPROVED:

Deputy Director of Personnel for Policy,
Analysis and Evaluation

Date

Distribution:

25X1

Orig - Return [Redacted]

1 - DD/OP/PA&E, w/atts

1 - D/OTE Chrono, w/o atts

1 - C/PB/OTE, w/atts

1 - OTE Registry (Dummy), w/o atts

25X1

1 -
1 -
1 -

[Redacted]

25X1

DA/OTE/[Redacted], :ss (18Mar87)

SECRET